Author Name: _____

Assessment of Formal Report		Self assessed during draft	Instructor grade of final version
	Possible Points	**Formative**	**Summative**
Sections			
title author date submitted to course number	**2**		
Abstract — less than 2 paragraphs concise statement of what was done important results no formulas or graphs	**10**		
Table of Contents — starts with list of symbols page numbers match	**2**		
List of Symbols — all symbols used in doc units	**2**		
Introduction and Literature Review — significance relevant prior work objectives of proposed work	**10**		
Analytical Approach — model equations	**10**		
Experimental Program — list of apparatus, mfg, model, serial sketch of setup, wiring, block diagrams procedural steps uncertainty, what sources, quantified	**10**		
Results — tabular data graphs data computations/reduction observations comparison to theoretical	**10**		
Conclusions — trends and findings good and bad points noted suggestions for future improvements	**12**		
References — Documentation Style	**5**		
Appendix — directed the reader to find as needed	**2**		
Style Technicalities — Tables presented correctly Figures presented correctly Equations with variables defined page numbering parenthetical documentation style	**10**		
Technical Aspects — Intro: based on report topic — Analytical: Results:	**15**		